



STATE OF MARYLAND

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Department of Public Safety and Correctional Services

Division of Parole and Probation

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RECRUITMENT FOR: Administrator I (Public Service Liaison) (Contractual)

SALARY: \$ 40, 955 (No benefits)

CLOSING DATE: June 4, 2010

LOCATION: Central Booking Intake Facility (CBIF)
Baltimore City 300 E. Madison St. Baltimore, Maryland 21202

POSITION DUTIES:

The employee in this position is responsible for obtaining supervision information from Division of Parole and Probation staff regarding targeted offenders who are arrested for new crimes while under the Division's supervision. The selected individual for this position will have daily direct contact with allied law enforcement agencies, Parole and Probation staff, and the States Attorney's Office, other government agencies, as well as the general public. These contacts may be in person, in writing, or by telephone.

MINIMUM QUALIFICATIONS:

Education: Possession of a bachelor's degree from an accredited four-year college or university.

Experience: Four (I-II), five (III-IV), six (V-VII) years of experience in administrative staff or professional work. One (III-IV), two (V-VII) years of this experience must have involved one or more of the following: the supervision of other employees, overseeing and coordinating the general operations of a unit, applying rules and regulations, or exercising responsibility for the development of policies or procedures.

Notes: 1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.

2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year-for-year basis for the required experience.

SELECTIVE QUALIFICATIONS:

Requires one year of experience in one or more of the following areas of work; Parole and/ or Probation, social work, inmate classification, counseling in correctional intuitions, vocational counseling, or criminal or civil field investigations.

SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

Employees in this classification will be assigned duties which require the safe operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

The employee must be able to demonstrate practical knowledge and proficiency in Microsoft outlook, Microsoft word, and excel.

APPLICATION PROCESS:

Mail the Maryland State Application, MS-100 Form To:

Division of Parole and Probation, Human Resources Office
Attention: Shadrick Phillips, Personnel Administrator
6776 Reisterstown Road, Suite 301
Baltimore, MD 21215

Application forms (MS100) may be obtained from the Department of Budget and Management, 300 W. Preston Street, First Floor, the personnel office at any Department of Public Safety & Correctional Services facility, or downloaded from www.dbm.maryland.gov.

Equal Opportunity/ADA Employer